

Select Board Code of Conduct

1. A member of the Select Board, in relation to his or her community should:

- a. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
- b. Realize that in creating and enforcing town policy, the Select Board may direct the Town Manager in setting priorities that affect policy, but that the day-to-day operations of the town are left to appropriate department heads.
- c. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
- d. Be well informed concerning the duties of a Board member on both local and state levels.
- e. Remember that he or she represents the entire community at all times.
- f. Realize that service on the Board is service to the community and not service for personal or political benefit.
- g. Abide by the ethics guidelines and Open Meeting Law, as established by the State.

2. A member of the Select Board, in his or her relations with the Town Manager, should:

- a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of, or the benefit of, the staff and residents of the community.
- b. Recognize and support the administrative chain of command and refer complaints to appropriate members of the administration.
- c. Give the Town Manager full responsibility for discharging his or her duties.
- d. Refrain from instructing or requesting assistance from Town department heads; instead all such activities should be handled through proper administrative channels through the full Board and the Town Manager.

3. A member of the Select Board, in his or her relations with fellow Board members, should:

- a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- b. Refrain from making statements or promises regarding the outcome of matters that will come before the Board until after having a full and fair opportunity to weigh the merits of an issue during a Board meeting.
- c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- d. Make informed decisions.
- e. Refrain from communicating the position of the Select Board, or other members, without prior Board approval.
- f. Be respectful of other Board members and their opinions.
- g. Respect the position of the Chair of the Board during meetings, and in managing meeting agendas.

4. A member of the Select Board, in his or her relations with Town staff, should:

- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
- b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager and Administrative Assistant to the Select Board.
- c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Manager through private conversation.
- d. Limit requests for staff support, and ensure that all requests go through the Town Manager's office.
- e. Ensure that any materials or information provided to a Select Board member from a staff member be made available to all Board members.